

March 2018

The Auditor's Report

Travis County Auditor's Office Newsletter



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Notes from Nicki

One way to get your employees energized this spring is to hold a highly competitive March Madness competition.

Our office is dividing into small teams that will each sponsor a specific non-profit organization. Whichever team wins, receives the entire winnings for their specific non-profit.

I know absolutely nothing about basketball, so I will pick my teams based on the prettiest uniform colors! Yay!

(View our [March Madness Bracket Competition Flyer](#) for details)

Nicki Riley, Travis County Auditor



United Way

As we wrap up the United Way fundraiser at Travis County, the Auditor's Office is excited to report that we fundraised **\$1,376.67** through Trick-or-Treat Grams, Penny Wars and BINGO.

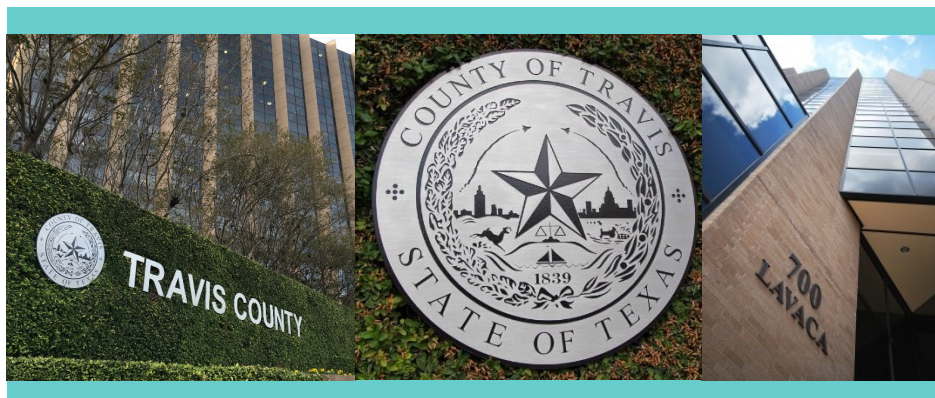
Also, we had 27 employees donate through payroll contributions totaling **\$13,728**.

Finally, we had 39 people donate their time. We racked up 251 volunteer hours, worth a total of **\$6,312.65**.

In total, we were able to raise a total of **\$21,417.32**! Thank you to all of the County employees who helped us reach this total by supporting our fundraising and volunteer efforts.

"Giving is the master key to success in all applications of human life."

– Bryant McGill, American author, speaker and activist



SAP Super Users



Sharper than a high resolution monitor.
Quicker than a high-speed internet connection.
Able to solve complex problems with a single mouse click.
*It's a SME (Subject Matter Expert) ,
it's a Techie,
no it's an SAP Super User!*

SAP Super Users are the “Go To” people in their department. They are:



who
are



who
Use
SAP to



Their input helps to direct changes to the SAP system to better serve all end users.

Please join us in recognizing our ‘Procure to Pay Process’ Super Users :

Brunilda Cruz (ITS)	Caula McMarion (HHS)	Christine Lego (Emergency Services)
Cinda Kortan (Constable 5)	Feli Chavez (FMD)	Mitchell Goertz (TNR)
Pam Cannon (STAR Flight)	Roland Boyer (Juvenile Probation)	Rosa Simpson (HHS)
Sheryl Holder (ITS)	Sydnia Crosbie (TNR)	Tiffany Gallegos (FMD)
Vanorda Richardson (Juvenile Probation)	Jennie Ballard (Auditor)	Purchasing SMEs: Kim Roohms, CW Bruner, Rose Garcia, Rachel Fishback

Quotes from Super User session participants:

“My team and I got the most out of the report design work session. This allowed us to create custom reports in the system and shrink a process flow from two days down to a half day.

Also, learning more about the purchasing side of the process flow allowed us to work with them more efficiently and effectively. We have improved process flows on our side to help purchasing.”

– Tiffany Gallegos

“I’ve really enjoyed working with the different departments and coming together to discover efficiencies in SAP. The staff members are incredibly knowledgeable and eager to address any questions, comments or suggestions.

It’s been a great opportunity to build relationships with people throughout the county!”

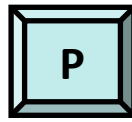
– Mitchell Goertz

SAP — Keys to Success

Use “hot” keys to save time in SAP. Did you know...



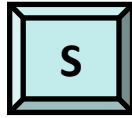
+



= Print



+



= Save as Variant



= Execute

Disbursements Reminder

Commissioners Court is not meeting on March 13th, so there will be no claims approvals until their March 20th meeting.

The deadline for invoices to be in the Auditor's Office is March 13th (5 PM) to make the payments list for the Commissioners Court March 20th voting session.

**IMPORTANT
ANNOUNCEMENT!**



Employee News



The Auditor's Office:

- ◆ Welcomes **Shannon Clayboss**, who accepted a position as a training business analyst with the SAP team.
- ◆ Welcomes **Ronald Cintron**, who accepted an auditor position with the Risk Evaluation and Consulting division.
- ◆ Says a fond farewell to **Camille Cortez**, who accepted a financial analyst position in TNR.
- ◆ Congratulates **Aaron Joy** on his promotion to supervisor in the General Ledger/Disbursements Auditing division.

Cards for Kids Valentines

For the second year, Auditor's Office staff got their creative juices flowing and created home made valentines as part of **Cards for Kids**. We created **113** valentines which were distributed to children in hospitals and shelters.



"Learn from yesterday, live for today, hope for tomorrow. The important thing is not to stop questioning."

- Albert Einstein

Audit Schedule

Current Reviews

FACTS Access Listing
Facilities Lease Contracts Review
Central Collections
County & District Clerks' Court Costs
Constable 5 Risk Assessment

Upcoming Reviews

Commissary
1st Qtr SAP Access Listing
JP3 Risk Assessment
JP Criminal & Civil Court Cost Assessment

Meet the Auditor's Office

Meet Tracy



Tracy Leblanc is a Business Analyst with the Financial Systems and Integration Reporting (FSIR) division, where she is focused on providing functional support for SAP financial modules. She worked in the Disbursements Auditing group for 10 years before joining FSIR. It was something very different and Tracy wanted a challenge.

Tracy grew up in a small town in south Louisiana, where she still visits family 3-4 times a year and gets her Cajun food fix. She moved to Austin in 2000. Tracy is the mom to a very busy 15-year old boy, staying active by volunteering in her son's activities as a Boy Scout merit badge counselor, the incoming secretary on the board of his high school swimming booster club, and president of the board of directors for his summer swim team. When not at work, you are likely to find Tracy near a swimming pool somewhere in Central Texas.

Ask Tracy

* *What do you find most challenging about your job at Travis County?*

There is so much to learn about the ins and outs of all different aspects of SAP. There is always something new, so I will never be bored!

* *What is on your bucket list?* I want to see a football game at every NFL stadium.

* *What is the one thing you can't live without?* I MUST have caffeine every morning—preferably in two or three cups of coffee.

Meet Mike

Mike Crawford is the General Ledger Manager in the General Ledger/Disbursements Auditing division. Even growing up, Mike always wanted to be an accountant. His proudest professional moment was his promotion to manager. The lessons Mike is learning as a manager are to actively listen, to be positive, and to be fair. Mike, who lives out in the country describes himself as an “early bird that kicks into turbo with just a dash of caffeine.” He has been married to wife Donna for more than 20 years and has two children, Deanna and Aaron, who are into sports. He enjoys country living except for the wild hogs. His interests include working out and bicycling.



Ask Mike

* *What celebrity do people think you look like?* George Michael.

* *What is one thing you can't live without?* I love exercising—specifically biking.

* *What is on your bucket list?* I want to complete the MS150 ride from Houston to Austin for the ninth time and also complete the *Hotter than Heck* ride in August in Wichita Falls.

Super Star Shout Outs



The SAP Support team sends a big *shout out* to: **Rosa Simpson—HHS** for her assistance in finding and reporting an SAP shopping cart delivery address issue. The SAP support team contacted SAP for the fix, which was released to all users in February.

Way to go, Rosa!

Fan Favorite Recipe

This salsa from Nisha Sharma was a fan favorite at several Auditor's Office gatherings.

Nisha's Salsa

1 can of black beans (rinsed and drained)
1 cup of corn
1 cup of edamame
2 large avocados (diced)
3 fresh limes (juiced)
Salt / red cayenne pepper powder to taste

Chop the following ingredients:

1 bell pepper (any color)
½ bunch of fresh cilantro
1 bunch of green onions
1 small red onion
1 jalapeno



Mix all ingredients in a bowl, taste, add more lime juice / salt / pepper if needed. Refrigerate for couple of hours before serving. I have used this salsa with chicken / fish tacos.

Win a Prize — Fun Facts

The following are true facts about Auditor's Office staff. Match the fact with the name of one individual in the list below. *Email your guesses to Donna Scarbrough by March 31st for a chance to win a prize provided by Nicki.* **Auditor's Office staff are not eligible.** The first correct entry will win. Look for the answers in an upcoming newsletter.

Fun Fact #1: I worked for motion picture companies for 9 years in NYC and LA.

Fun Fact #2: I have been to 38 states, 11 countries, and 4 continents so far in my lifetime.

Fun Fact #3: Lucille Ball lived part of her childhood in my hometown.

Fun Fact #4: I married the same person 3 times.

Fun Fact #5: I'm always asking my co-workers to bring in gross or smelly food.

Match a name from the list below to each fun fact.

Nicki Riley...Janek Niefeldt...Matt Naper...Amanda Muehlberg...Joanne Englund...Sean O'Neal...David Stanton...Holly Huff